



UNIVERSITAT  
ROVIRA I VIRGILI

APPLICATION FORM TO CHANGE OF  
DEDICATION TO PART-TIME OR FULL TIME

Academic Year:

URV.E11.00.00

PERSONAL INFORMATION

Name and surname:

ID card/Passport/NIE:

Telephone:

URV e-mail address for written correspondence:

Personal e-mail address for written correspondence:

Doctoral programme in:

I STATE

- That I studying on a full-time basis, that I am requesting a change to study on a part-time basis and that I have not received any grant or other financial assistance that stipulates that I must study on a full-time basis.
- That the supervisor of my doctoral thesis is Dr. \_\_\_\_\_ and that I have my supervisor's authorization.

(Signature of doctoral thesis supervisor)

\_\_\_\_\_, \_\_\_\_\_ 20 \_\_\_\_  
(Place and date)

I REQUEST THAT THE ACADEMIC COMMITEE

Changes **my registration from that of a full time** doctoral student (starting in the academic year 2023-24) to that of a part time doctoral student so that I have 7 years to prepare my doctoral thesis.

Changes **my registration status from that of a full time** doctoral student (starting in the academic year 2022-23) to that of a part time doctoral student so that I have 5 years to prepare my doctoral thesis.

Changes **my registration status from that of a part time** doctoral student (starting in the academic year 2023-24) to that of a full time doctoral student so that I have 4 years to prepare my doctoral thesis.

Changes **my registration status from that of a part time** doctoral student (starting in the academic year 2022-23) to that of a full time doctoral student so that I have 3 years to prepare my doctoral thesis.

(signature of doctoral student)

Signature not required if application sent via online procedures

\_\_\_\_\_, \_\_\_\_\_ 20 \_\_\_\_  
(Place and date)

TECHNICAL EVALUATION

The Secretary's Office

has reviewed the transcript of the doctoral student and:

Grants the application

Does not grant the application

The doctoral student has not completed registration for the current academic year.

The doctoral student is not up-to-date with registration payment.

The doctoral student missed the deadline for presenting their thesis on

The academic transcript is blocked because the doctoral student has not passed after exhausting all examination opportunities and has been permanently withdrawn from the doctoral programme, or it has been blocked for other reasons

The doctoral student is the beneficiary of a grant or award that requires the student to study full time.

(Signature of Secretary Office/campus/department)

\_\_\_\_\_, \_\_\_\_\_ 20 \_\_\_\_  
(Place and date)

The status of the doctoral student's academic transcript is as follows:

Date first registered (admission date): \_\_\_\_\_

Registration for the academic  
year \_\_\_\_\_

status

Registration for the academic  
year \_\_\_\_\_

status

Registration for the academic  
year \_\_\_\_\_

status

Registration for the academic  
year \_\_\_\_\_

status

Registration for the academic  
year \_\_\_\_\_

status

Registration for the academic  
year \_\_\_\_\_

status

Registration for the academic  
year \_\_\_\_\_

status

Registration for the academic  
year \_\_\_\_\_

status

Registration for the academic  
year \_\_\_\_\_

status

Has the student been granted an extension?      Yes      No      If yes, the extension expires on \_\_\_\_\_

Has the student been granted a second extension?      Yes      No      If yes, the extension expires on \_\_\_\_\_

Has the student been granted leave?	Yes	No	If yes, which one?:
	Yes	No	If yes, which one?:
	Yes	No	If yes, which one?:
	Yes	No	If yes, which one?:
	Yes	No	If yes, which one?:

The doctoral student missed the deadline for presenting their thesis on \_\_\_\_\_

Applications should be sent to the secretary's office of the campus to which the doctoral programme is affiliated:  
Programmes affiliated to the Catalunya and Bellissens Campuses, to the Campus Secretariat.  
Programmes affiliated to the Faculty of Tourism and Geography, the Secretary's Office of the Faculty.  
Programmes affiliated to the Sescelades Campus, to the Secretary's Office of the corresponding department.



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Student details:
Name and surname:
ID card/Passport/NIE:
Telephone:
URV e-mail address for written correspondence:
Personal e-mail address for written correspondence:
Doctoral programme:

RESOLUTION OF THE DOCTORAL PROGRAMME'S ACADEMIC COMMITTEE	RESOLUTION DELEGATED BY THE ACADEMIC COMMITTEE TO THE CAMPUS SECRETARIAT FOR ACADEMIC MANAGEMENT / DEPARTMENTAL SECRETARY'S OFFICE (CAMPUS SESELADES)
<p>Having evaluated the request presented, and having confirmed the approval of the thesis supervisor the Academic Committee decides:</p> <p>To accept the change requested.</p> <p>Not accept the change requested.</p> <p>(signature of the chair of the Academic Committee)</p> <p>_____, _____ 20 ____</p> <p>(Place and date)</p>	<p>The Campus Secretaria for Academic Management / Secretary's Office of the department responsible for the doctoral programme has evaluated the request and decides:</p> <p>Not accept the change requested.</p> <p>(signature of the CSAW/Departmental Secretary's Office )</p> <p>_____, _____ 20 ____</p> <p>(Place and date)</p>

This decision is not the end of the administrative process and, should students wish to do so, they can appeal to the rector of the URV within one month of having been informed of this decision.

The Campus Secretariat for Academic Management has modified the URV's data base to reflect the change in the student's status, as accepted by the Academic Committee and will inform the doctoral student of the Committee's decision. It has also electronically notified the doctoral student and deposited the original resolution in the student's academic record and sent a copy of this resolution to the Doctoral School and to the secretary's office of the corresponding department.

Provided that they are registered, doctoral students can consult the SAD to find out the deadline for depositing their doctoral thesis.